



**CAREER OPPORTUNITY
HUMAN RESOURCES
DIRECTOR
CLERK'S OFFICE
PORTLAND DIVISION**

◆ **THE POSITION**

This position is a member of the Management Team and is located in the United States District Court for the District of Oregon in the Portland headquarters. The incumbent provides a full range of human resources management services and support to more than 150 staff and judges in 4 divisional offices in the District, to include Portland, Eugene, Medford, and Pendleton. The HR Director sets a strategic HR vision, partners on initiatives, and plans, develops, and drafts policies and procedures. The HR Director works closely with the Clerk of Court and Chief Deputy Clerk on all personnel matters.

Representative Duties:

- Serves as the primary advisor on matters pertaining to human resources management.
- Implements initiatives to ensure alignment with Judiciary directives.
- Ensures that all practices are in compliance with regulatory and legal requirements.
- Participates as a key member of the Clerk's Office management team, participating on project initiatives and helping to develop leadership capabilities.
- Responsible for the human resources support of all District Court employees and Judges throughout the District.
- Assesses organizational requirements and implements processes, programs, and practices necessary to attain the objectives of the Clerk and the Court.
- Reviews, researches, performs analyses, evaluates, formulates, and recommends an appropriate course of action on human resources issues.
- Develops local human resources policies and procedures adapted from policies prescribed by the Court, the Clerk, the Judicial Conference of the United States, and the Administrative Office of the U.S. Courts.
- Ensures classification, compensation, and job qualification requirements conform to the appropriate requirements.
- Drafts position descriptions, vacancy announcements, and advertisements.
- Develops and manages recruitment, retention, assessment, training, and succession planning processes.
- Develops, implements, administers, and analyzes the performance management and employee recognition programs.
- Advises on matters pertaining to conduct and discipline and employee benefits and entitlements, and contributes to the accomplishment of special programs.
- Provides budgetary projections and information related to salary expenditures and staffing recommendations through the maintenance of the Personnel Projection System (PPS).
- Performs and oversees duties related to payroll, workers compensation, personnel action processing, records maintenance, and performance management.
- Develops and manages orientation programs for new employees.
- Manages and administers the employee benefits programs.
- Evaluates, recommends, designs, and delivers training on human resources topics.

- Updates, administers, and directs the District's Employee Dispute Resolution (EDR) Plan, Equal Employment Opportunity (EEO) Plan, and Grievance and Adverse Action Plan.
- Serves as the EDR Coordinator for the District Court.
- Serves as the Administrator for the Electronic Leave Management Organizer (ELMO) System.
- Supervises HR staff to ensure accuracy and compliance with all HR requirements.
- Assists with gathering information and computing work measurement formula projections for Clerk's Office, Court Staff, and judgeship needs.
- Drafts, updates, and administers policies and plans, such as the Compensatory Time Policy, the Telework Plan, the Time and Attendance Policy, and the Flex Time Policy.
- Ensures compliance with all HR audit requirements and internal controls.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment, a candidate must possess a bachelor's degree from an accredited four-year college or university in human resources management and/or administration, business, or related field, plus have at least five years of progressively responsible human resources work experience demonstrating the following:

- Thorough knowledge of all aspects of human resources management such as recruitment and staffing, classification and compensation, benefits, performance management, employee relations, grievance procedures, and equal employment opportunity.
- Skill in the use of automated equipment including word processing, spreadsheet, presentation, database, and human resources automation systems and other computer systems.
- Excellent skill and ability to communicate effectively both orally and in writing.
- Expert knowledge of human resources budgetary needs for current and future fiscal years.
- Experience in analyzing, evaluating, and determining human resources needs and planning the implementation of those needs.
- Proven initiative and attention to detail.
- Skill in training and providing consultation.
- Ability to work under deadlines.
- Skill in counseling employees and the ability to interact tactfully.
- Supervisory experience.

Qualifying experience, in addition to the experience otherwise required, may be substituted for the required college education on a year-for-year basis, up to two years.

Desirable, Additional Qualifications:

- An advanced degree or certification in human resources or related field.
- Proficiency with PeopleSoft Enterprise Applications or similar software.

Candidates must also demonstrate:

- Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments.
- Strong interpersonal skills.
- A good work ethic and a consistent attendance record.
- A professional demeanor and appearance appropriate for a law or professional office environment.
- Appreciation and understanding of the confidential nature of HR functions.

◆ SALARY RANGE

This position is classified as a CL 27-28 (\$48,418 - \$94,333), with a starting salary depending upon the qualifications and experience of the successful applicant.

◆ BENEFITS

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of your choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, dental, and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses, dependent care expenses, and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

◆ HOW TO APPLY

To apply, submit a letter of interest and chronological resume, together with an Application for Federal Employment and a list of three references to the address below. These items must arrive at the Court no later than 4:30 p.m. on Monday, April 26, 2010. Application forms are available on the court's website at **www.ord.uscourts.gov** in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

HUMAN RESOURCES DIRECTOR

Office of the Clerk
Human Resources Division
United States District Court
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

◆ CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.

- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay, i.e., Direct Deposit. Limited exceptions are available upon request.
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for a first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, three recalled magistrate judges, and one part-time magistrate judgeship; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 70 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including: case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF OREGON
IS AN EQUAL OPPORTUNITY EMPLOYER***